ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Ridesharing

FROM:		EXTENSION	NO.	STAT
Chief, LSD/OL				STAT
3E14 Headquarters			DATE 20 September 1983	

TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. C/PPG/OS GE31 Headquarters				Attached is additional information from GSA regarding the Federal Facility Ridesharing Program. We are still awaiting a decision from the Office of Security ☐STAT regarding AgencSTAT participation in this program. We will then respond to the letter from☐ STAT of the Northern Virginia Transportation Commission to the Office of Public Affairs, dated 20 July 1983, on this subject. An interim response only has been sent to ☐ to date. STAT
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FORM 610 USE PREVIOUS EDITIONS
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OS REGISTRY

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GSA RUSH HOUR INFORMATION UPDATE : COMPUTER RIDEMATCHING

During the past 2 years, the Metropolitan Washington Council of Governments (COG), the General Services Administration (GSA), and the local county ridesharing coordinators have developed and implemented a new ridematching software system for use by area commuters. This new system is far superior to the previous system which had been in use since 1973. New algorithms built into the software allow the computer to "think" like a typical commuter would think in attempting to locate an appropriate carpool or vanpool. Those facility coordinators actively using the system have expressed a great deal of satisfaction with the results. A description of the new features follows:

1. Applicants are no longer placed in a grid data base. The residence and worksite locations are now represented as points on a map. Matching is based on areas within circles of expanding radii. The greater the distance is between the home and work sites, the larger the area the computer will search for potential riders and drivers.

2. Applicants can be matched from their residence and/or from any other location, such as a day-care center, park and ride lot, etc.

3. Applicants will be matched with other commuters based on specific flexibility of work hours. Ridematching forms require that the amount of flexibility (in minutes) and the direction of flexibility (earlier or later) to be indicated.

4. COG provides overnight ridematching service to applicants. The ridematching list is mailed to the applicant's home.

Each month COG mails delete notices and renewal applications to individuals who have been on the data base for 5 months. Information on those who do not reapply for a new match list will be deleted from the data base during the 6th month.

Ridematching Applications, GSA Form 10045, are available for use by all Federal agencies for distribution on a "Take One" basis. The forms should be stocked in personnel, parking, and administrative offices and cafeterias. Every new or transferring Federal employee should be handed the application by a personnel office staff member. (New employee ridesharing orientation is an important part of a facility ridesharing program.) GSA will soon have available for agency use 500 standing display units that will hold the applications in a pocket for distribution directly to employees.
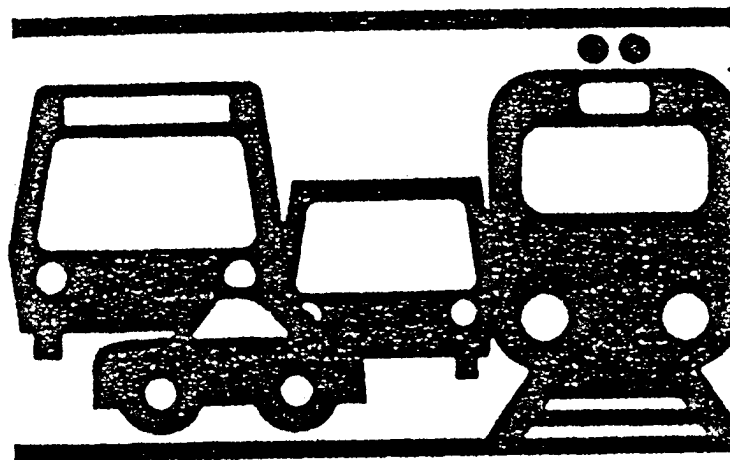
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Agencies are encouraged to reprint GSA Form 10045 for desk-to-desk distribution during the fall and winter months in order to replenish the data base for each Federal facility. Black and white originals are available for printing purposes. A sample cover letter is enclosed.

All the area ridesharing agencies use the same COG ridematching system, even though the names of the ridematching programs may differ. In addition, the 783-POOL highway signs direct commuters to COG. Therefore, those Federal facilities who rely on an in-house ridematching system should also be using the COG system in order to provide employees with as many names of potential poolers as possible. Keep in mind that the advanced COG system is an integral part of the area transportation systems management; with few exceptions it should be your primary source for computer ridematching.

The COG ridematching system is an important tool in meeting the commuting needs of your employees. However, it cannot be successful at your facilities if it is not promoted. "The more you use the system, the more you will like it."

Please contact the GSA Federal Facility Ridesharing Program at 557-1288 if you have any questions or comments.

Enclosure

Buspool, carpool,
vanpool, mass transit.

Sample Cover Memorandum for Ridematching Application

TO: ALL EMPLOYEES

FROM:

As a participant in the Federal Facility Ridesharing Program, we are able to assist you in obtaining carpool and vanpool information. If you are interested in joining an employee carpool or vanpool or if your pool has a vacancy, please complete the attached Ridematching Application and return it to (Name and Room Number) by (Date).

The application will be sent to the Metropolitan Washington Council of Governments for immediate processing. After the applications are processed you will receive a current list of names, telephone numbers, and work hours of employees who live and work near you and have indicated an interest in sharing-the-ride to work.

Ridematching Applications will be stocked in the following locations: (   ) for future use. You may reapply any time for an updated list.

Significant savings in commuting costs (vehicle insurance, gasoline, and maintenance) can be achieved by sharing-the-ride. The first step in locating a convenient carpool or vanpool is to complete the attached Ridematching Application. A high degree of employee participation will ensure the success of our ridesharing program.